



VOLUME 15, ISSUE 3

# KCJIS NEWSLETTER

AUGUST 2013

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## MOBILE DEVICES? EXERCISE CAUTION!

**DON CATHEY – KANSAS HIGHWAY PATROL  
KCJIS INFORMATION SECURITY OFFICER**

*“Law enforcement needs timely and secure access to services that provide data wherever and whenever for stopping and reducing crime.”* This is the opening sentence to the FBI CJIS Security Policy version 5.1. Later in section 2.2, *“Due to advancing technology and evolving business models...”* the FBI policy describes the intent to maintain a policy structure that is independent of emerging technologies and related data infrastructures. A down side to this approach is different interpretations by those trying to determine what they can do and still be compliant. Mobile devices such as smartphones and tablet computers are a good example.

In a recent FBI Advisory Policy Board (APB) Information Topic Paper, the FBI CJIS ISO cites various studies and surveys that the sales of these devices are on the rise while sales of personal computers are declining, indicating the growing popularity of these devices for all data uses across all market niches.

If you are the LASO or the technology resource for your agency, it is likely that you have or soon will be asked about the possibility of using a smartphone or tablet to access KCJIS.

**Caution should be exercised** when approaching the use of mobile devices for access to KCJIS or local agency networks and systems.

This new technology road still has lots of curves, bumps, and maybe a few sheer drop-offs that need to be avoided!

Some but not all of the policy areas to be considered with Mobile devices include CJIS Security Policy Sections 5.5.6 Remote Access; 5.5.6.1 Personally Owned Information Systems; 5.5.7 Wireless Restrictions; 5.5.7.3 Cellular; 5.5.7.4 Bluetooth and 5.6.2.2 Advanced Authentication.

The FBI has provided a resource to assist agencies in navigating this new technology road. The CJIS Mobile Appendix, is available now from the FBI CJIS Security Policy Resource Center at <http://www.fbi.gov/about-us/cjis/CJIS%20Mobile%20Mobile%20Appendix%2020121214.pdf>. It discusses significant differences between full functionality laptops and tablets and smartphones.



**MOBILE DEVICES? EXERCISE CAUTION! - CONTINUED****DON CATHEY – KANSAS HIGHWAY PATROL****KCJIS INFORMATION SECURITY OFFICER**

*Agencies considering the use of mobile technologies should study this document carefully and plan to implement the security measures discussed in it. This document has become the FBI CJIS “roadmap” for mobility. Insights available to our office indicate this document in some form will be part of the next release of the FBI CJIS Security Policy. Some parts may appear as “shall” policy statements while other parts will be included as guiding best practices in Appendix form.*

When it comes to new technologies and information security, to misuse some old idioms and quotations: “*He who hesitates is NOT lost*”, rather, “*Wise people are careful and avoid trouble*”.

**GOVERNOR BROWNBACK BEGINS IMPLEMENTING  
EXECUTIVE REORGANIZATION ORDER**

Kansas Governor Sam Brownback’s administration has begun implementing Executive Reorganization Order #42 (ERO), moving the Juvenile Justice Authority (JJA) within the Department of Corrections (KDOC).

“It is important that we strengthen our public safety system while continuing to provide programs to youth offenders to get them back on the right path,” Governor Brownback said. “Combining JJA and KDOC will realize efficiencies through administrative consolidation, and will continue to provide for the unique needs of both populations.”

Brownback submitted the ERO to the Kansas Legislature in mid-January. Lawmakers then had 60 days to reject the merger. The 60 day deadline passed March 18th. The ERO will allow KDOC to establish a Deputy Secretary of Juvenile Services. Acting JJA Commissioner Terri Williams will serve in that role.

There are approximately 1,500 juveniles currently under JJA custody. About 325 juvenile offenders are in one of the two JJA facilities, the Larned Juvenile Correctional Facility or the Kansas Juvenile Correctional Complex in Topeka. State law allows youth from ages 10 to 23 to be in JJA custody.

The merger went into effect on July 1, 2013.

**KBI STATUTE FILE****BY LESLIE MOORE**

The KBI released the most recent version of the statute file on July 17, 2013. The release includes updates from the 2013 legislative session for statutes that went into effect on July 1, 2013 and those that go into effect on January 1, 2014. The statute file will not be released again until the end of the 2014 legislative session. The statute file can be downloaded from the KCJIS web portal in the Services and Info tab or from the KBI public website at <http://www.kansas.gov/kbi/info/IDLinks.shtml>. If you prefer to have the file emailed to you please email Leslie Moore at [leslie.moore@kbi.state.ks.us](mailto:leslie.moore@kbi.state.ks.us)



**R.A.P.I.D.****REPORT AND POLICE IMPAIRED DRIVERS****JOE MANDALA—KBI**

The second quarter of 2013 saw the completion of scope discussions and the execution of change orders refining the overall design of the RAPID project. All of the main design documentation was completed, and the test plan delivered. A lot of progress has also been made in development, with the first major element coming out of production and moving into testing – the electronic online version of the Kansas Disposition Report.

In May the main design document was completed. This will be the blueprint which guides the remainder of the project. Having it in hand will provide us a way to fulfill the requirements given us by the stakeholders in a timely and effective fashion.

The primary online direct

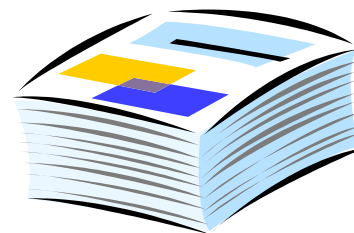
interface which includes both the electronic Kansas Adult Disposition Report (KADR) and Kansas Juvenile Disposition Report (KJDR) was completed. These forms will be the method by which dispositions are entered for those prosecutors and courts who do not build a direct interface from their own systems. The forms can also be used to supplement entry or corrections.

The coming quarter will see work continuing on development items and testing for the Core Components of the RAPID Portal. Additionally, design and planning will begin for subsequent sub-projects.

Much of the upcoming work involves integrating RAPID and the existing KCJIS Portal. Instead of attempting to

move a new product into an older technology, we are bringing the KCJIS Portal forward. During the course of this work, most of the data sources will be integrated into the RAPID search itself, rendering it into an even more powerful research tool for the end user.

In order to provide an information exchange packet document (IEPD) with which the courts will be able to develop a solution for electronic filing, the framework will need to be completed as early as possible in the project. This is why we have been working so hard on design, and have pushed these items so strongly to the forefront. Since this is a legislative requirement, we hope to get this documentation out the door and into the hands of those who need it sometime in the coming quarter.

**KANSAS OFFENDER REGISTRATION WORKING GROUP****JESSICA DULTMEIER – KBI**

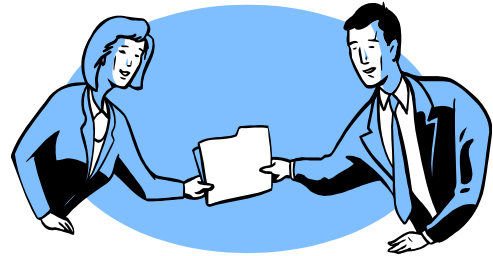
The Kansas Offender Registration Working Group (KORWG) consists of representatives and practitioners who work daily with the offender registration system, including prosecution, department of corrections, judiciary and sheriffs' departments and provides assistance and insight to the KBI's Offender Registration Unit. Members bring input on Offender Registration policies and procedures that work as well as offer suggestions on how to improve enforcement of the Kansas Offender Registration Act. These members also serve as liaisons between the KBI Offender Registration Unit and their respective agencies. Input shared at KORWG meetings may be used when considering legislative changes. Major policy changes are referred to impacted partners prior to presentation before the Kansas Legislature.

**KANSAS OFFENDER REGISTRATION WORKING GROUP  
JESSICA DULTMEIER – KBI—CONTINUED**

Recently the Kansas Offender Registration Working Group By-Laws underwent some modifications, the current KORWG by-laws can be found on the KBI public website and on the KCJIS web portal.

The next KORWG meeting is scheduled for Wednesday, September 11<sup>th</sup> at 1:00 p.m., hosted by the Ford County Sheriff's Office 11311 E. Comanche Dodge City, Kansas 67801. If you have questions regarding the following information please contact the KORWG Chairperson Sheila Wacker at 913-715-5470.

- Meeting dates, times and locations
- Meeting minutes (also posted on the KCJIS web portal and KBI public website)
- Copy of the agenda
- Suggestions for items to be added to the agenda
- General suggestions for the working group meetings

**ORI SHARING  
AMY JOHNSON—KHP**

It has been brought to our attention the ATF has made changes to a federal system they manage that now requires fire investigation units to enter data using an ORI. If your agency is allowing your local fire department investigation unit to use your agency's ORI please contact them and advise them they will need to obtain their own ORI. They can obtain their own ORI by contacting:

Amy Johnson

Kansas Highway Patrol CJIS Unit

785-296-5980

[ajohnson@khp.ks.gov](mailto:ajohnson@khp.ks.gov)

The sharing of an ORI is a violation of CJIS policy. Please refer to CJIS Security Policy 5.6.1.1 Use of Originating Agency Identifiers in Transaction and Information Exchanges and NCIC Operating Manual.

An FBI assigned ORI is a nine character identifier assigned to a criminal justice or law enforcement agency that has met the established criteria. The ORI will identify the specific agency assigned the ORI, and will ensure the proper level of access to CJIS systems. It is our policy that approved agencies accessing CJIS Systems have a unique ORI assigned specifically for that agency, for that reason criminal justice agencies are not permitted to share or use ORI's assigned to other criminal justice agencies for access to CJIS systems.

**WINDOWS XP SUPPORT ENDING****DON CATHEY – KANSAS HIGHWAY PATROL****KCJIS INFORMATION SECURITY OFFICER**

Did you know that Support for Windows XP is ending on April 8, 2014?

According to Microsoft

*“Support for Windows XP is ending on April 8, 2014. If you're running this version after support ends, you won't get security updates for Windows”.*

<http://windows.microsoft.com/en-us/windows/end-support-help>

*“An unsupported version of Windows will no longer receive software updates from Windows Update. These include security updates that can help protect your PC from harmful viruses, spyware, and other malicious software, which can steal your personal information. Windows Update also installs the latest software updates to improve the reliability of Windows—new drivers for your hardware and more”.*

<http://windows.microsoft.com/en-us/windows/help/what-does-end-of-support-mean>

FBI and KCJIS security policies attempt to address vulnerabilities by requiring agencies to maintain a local Patch Management policy (see KCJIS Administrative Policies and Procedures Part II; 5.10.4.1).

As these resources from Microsoft explain when Microsoft stops providing support and updates, your Windows Operating System will continue to run as it has been. So, the problem is not whether you can still use your Windows computer.

Rather, it is a security concern for ***who might be able to use your Windows computer?*** New vulnerabilities don't stop when Microsoft stops updates for a particular version of Windows. They may still come to light from third party sources eager to share their findings with everyone on the internet where miscreants can find about them and develop new hacks. Or, the people that discover the issue may keep it to themselves, so they can take advantage of unsuspecting computer users.

To protect your critical data and networks, you need to be planning now. Are you using a windows based CAD/RMS or Case management systems that contains CJI obtained from KCJIS? If so, you need to contact your vendor to find out their plans for upgrading from Windows XP.

Use your KCJIS ID and token to find the Computer Specifications for access to KCJIS at:

[https://www.kcjis.state.ks.us/information/audit/Minimum\\_KCJIS\\_Computer\\_Specs.pdf](https://www.kcjis.state.ks.us/information/audit/Minimum_KCJIS_Computer_Specs.pdf)

For a Windows lifecycle fact sheet with dates for end of support for all “current” Windows go to: <http://windows.microsoft.com/en-us/windows/products/lifecycle>.



## MUG SHOT IMPLEMENTATION GUIDE

### ELY MEZA—KBI

#### *Photographic Considerations Related to Facial Recognition Software and Booking Station Mug Shots*

There is a wide range of problems common to mug shots that can interfere with the effectiveness of facial recognition software. These problems generally involve a combination of four factors: camera, background, lighting, and subject posing. While a better camera can produce an immediate improvement in image resolution, if the other three factors are not addressed it is unlikely that the usefulness of the photos will be changed significantly.

The purpose of this document is to help you make simple changes to your booking station environment and photography techniques that will substantially improve the quality of your mug shots. These suggestions involve the use of readily available materials and a minimum of effort and expense.

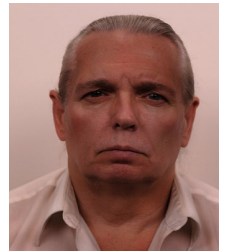
#### **Background**

Background problems fall into two categories:

1. Background brightness and color
2. Background obstructions



Automatic exposure functions on cameras analyze the brightness value (luminosity) of objects in a photograph and average those levels to achieve a proper exposure setting on the camera. A solid black background in a mug shot could result in the subject's facial features being overexposed and washed out. A solid white background could result in the subject's facial features being underexposed and dark.



Photography companies have established a specific shade of gray as the ideal luminosity for proper exposure. It is identified as 18% reflectance gray. A few examples of paint that are reasonably close include: Benjamin Moore 2132-40, Sherwin Williams SW 7074, Glidden GLN46, Behr UL260-4, Olympic D58-4, and Valspar 4005-2A. The exact duplication of this shade is not critical; however, it does need to be gray to avoid interfering with the automatic color settings on your digital camera. Also, it should have a matte finish to avoid glare.

The other background consideration involves having shapes in the photograph that facial recognition software may mistake for facial features.



These sometimes include: wood grain, cinder blocks, wallpaper, shadows, texture, height charts, and mirrors. In order for facial recognition software to "find" the face, the background should be completely smooth and featureless.

\* These photographs are not actual mug shots and the person depicted therein has no criminal history. These photographs are being utilized

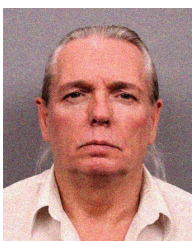
## MUG SHOT IMPLEMENTATION GUIDE

### ELY MEZA—KBI—CONTINUED

If the wall that you are using for a mug shot background is already smooth, then it can be painted with the previously mentioned paint. If it is not smooth, an easy remedy is to paint a 4'x4' sheet of lumber and mount it permanently to the wall. A heavy primer may be necessary to cover the texture of the grain and knots in the wood.

### Lighting

The auto exposure capabilities of today's digital cameras and a gray background should provide for exposure considerations when taking booking photos. However, steps still need to be taken to correct problems with the intensity and harshness of the light, as well as the location of the light source.



While many consumer-grade cameras can take recognizable photographs in low light, the sharpness of the picture can be severely degraded due to light amplification features of the camera or motion blur.



Lights placed too directly overhead or uneven, harsh light sources can cast shadows on the face and background that obscure facial characteristics and interfere with facial recognition software. On-camera flash creates problems with red-eye and background shadows.

All of these lighting considerations can be easily remedied by installing dedicated light fixtures readily available at any national hardware store or possibly already available at your location.

Four-bulb, four-foot long, fluorescent lighting fixtures are commonly available and usually sell for less than \$50.00 each. Two of these fixtures can be hung in front of your booking photograph location. Combined, they should provide sufficient light to reduce problems with low-light underexposure and picture sharpness. Because of their size and light diffusing covers, the problems of harshness and shadows should be eliminated on both the face of the subject and the background.



Detailed specifications for collecting facial recognition images in an ideal environment can be found in a document titled, "*Capture and Equipment Assessment for Face Recognition Systems*" on the Facial Identification Scientific Working Group (FISWG) website at [www.fiswg.org](http://www.fiswg.org).

*Continued on page 8*

INSIDE STORY HEADLINEMUG SHOT IMPLEMENTATION GUIDE  
ELY MEZA—KBI—CONTINUED

On a typical eight-foot ceiling, these fixtures should be hung about five feet in front of your photographic background. They should be angled downward at about 45 degrees and inward to get the maximum light on the face of the person being photographed.

It is strongly advised that these light fixtures be professionally installed according to local building codes and in a manner that will preclude the possibility of injury.



## Subject Posing

It is important for the purpose of facial recognition that the person being photographed is looking directly at the camera with their full face and ears exposed and without any facial expression. Tilting or rotating of the head can cause inaccurate facial measurements that may result in recognition problems. Several common errors are addressed in the attached document, ***Your Mug Shots Should Look Much Like This.*** This document serves as a quick reference and can be printed and permanently displayed in view of the person taking the mug shots.

### Your Mug Shots Should Look Much Like This

1. Face Straight On
2. Properly Lighted
3. Properly Composed

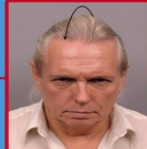


**IMPORTANT**  
Your primary photo should be without glasses.

1.  
Face Not Straight On



Side to side tilt



Front to back tilt



Side to side rotation

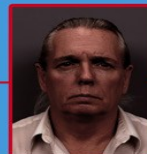


Smile or grimace, mouth open

2.  
Not Properly Lighted



Too light



Too dark



Unevenly lit



Shadows on background

3.  
Not Properly Composed



Too loose



Too tight



Texture or objects in background



Obstructions to face hair, glasses, piercings, dirt, blood, excessive make-up

When possible, long hair should be tied back or at least tucked behind ears.



Head coverings should be removed unless they serve a religious or medical purpose.

\* These photographs are not actual mug shots and the person depicted therein has no criminal history. They are being utilized for educational and training purposes only.

Revised 4/25/2013

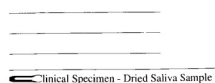
## DNA DATABANK

## JOHN GAUNTT—KBI BIOLOGY SECTION

I think this information would be very interesting, particularly to law enforcement officers. First, a brief review.

The DNA Databank provides collection kits, free of charge, to booking stations and post-conviction agencies for the collection of a DNA swab. The kits are mailed to the DNA Database at KBI Headquarters and processed for importing into CODIS.

The DNA Databank kits are *only* designed for DNA Databank use. The envelope is clearly marked “Do not use for case reference samples – for DNA Databank use only”. We remind booking stations politely not to hand them out to law enforcement officers who want to collect an *evidence* DNA known sample and submit it to the laboratory.



**Kansas Bureau of Investigation  
DNA Database  
1620 S.W. Tyler  
Topeka, Kansas 66612**

DO NOT USE FOR CASE REFERENCE SAMPLES - FOR DATA BANK USE ONLY

If you are scratching your head and wonder why we are so persistent on this policy, keep reading.


If an officer had used a DNA Databank kit for a suspect known, the KBI Evidence Control Centers would be alarmed to see evidence tape on a DNA Databank kit envelope or on the kit's transport pouch. Databank kits do not meet the laboratory requirements of having a chain of custody on all evidence items received by the laboratory. Also, since a forensic scientist is obligated to describe the evidence packaging in reports, the use of a DNA Databank kit as evidence would be contrary and confusing.

*Continued on page 10*

**DNA DATABANK—CONTINUED**

**JOHN GAUNTT—KBI BIOLOGY SECTION**

We came up with a solution to the problem. The Biology Section has kits for collecting DNA knowns for submission to the laboratory. Provided at no cost, the Reference Sample Collection kit contains sterile swabs and swab boxes for biology cases. The kit also contains simple instructions and envelopes for hair standards.



**KANSAS BUREAU OF INVESTIGATION  
FORENSIC LABORATORY  
REFERENCE SAMPLE COLLECTION**

No. KBISuspect

EXAMINATION/COLLECTION	
AGENCY CASE#	
COLLECTOR'S NAME	
AGENCY NAME	
DATE:	TIME:

Many agencies probably have their own supply of sterile swabs and packaging for submitting DNA knowns to the laboratory. Whether a DNA sample is packaged inside the KBI reference sample collection kit or inside other packaging, please follow the laboratory policies for evidence submissions. The result is beneficial for everyone.

So, in conclusion, *don't use this for evidence.*

The DNA Databank kits are meant only for booking stations and court personnel. Use a sterile swab instead. See an example of a sterile swab below:



## DNA DATABANK—CONTINUED

JOHN GAUNTT—KBI BIOLOGY SECTION

The DNA Databank kits are meant only for booking stations and court personnel. Use a sterile swab instead. See an example of a sterile swab below:



If you would like to acquire some of these kits, please contact any of the four KBI laboratory Evidence Control Centers or myself in the Topeka lab.

## OFFENDER REGISTRATION Q AND A

### JESSICA DULTMEIER – KBI

**Q.** How is an offender's registration requirement, the duration of registration, and when an offender has completed their registration requirement determined?

**A.** When an offender completes initial registration in KS, the registering entity forwards the registration form and supporting materials to the KBI Offender Registration Unit (ORU). When the registration information is entered in to the database, a copy of the offender's complaint and conviction documents are requested from the Court of conviction. The ORU relies on the offender's court documents to determine the registration requirement and duration of registration in accordance with the KS Offender Registration Act (KORA). For offenders who are not required to register for life, their registration record will undergo an end of registration review approximately 2 weeks prior to their projected ending registration date. During this process, if any periods of non-compliance or incarceration are found in the record, the offender's duration of registration may be extended. Regardless of the findings in an end of registration review, notification is mailed to the offender at their last known address and to the Sheriff's Office(s) where the offender is required to register. You may go about finding an offender's duration of registration by searching the public website, KCJIS, or contacting the KBI ORU. Please keep in mind, an offender's duration of registration cannot be determined without the journal entry of judgment. If a registering entity has access to the needed court documents, it would be helpful to receive them with the initial registration.

**Q.** Can I receive an alert notifying me of an offender living in my neighborhood?

**A.** Yes! On the public website you may sign up to receive community notifications which will alert you anytime an open record offender begins work, employment, or school in the address you provide. To sign up for community notifications, please visit the public website <http://www.kbi.ks.gov/registeredoffender/> and click on 'community notifications.'



## Law Enforcement National Data Exchange

### N-Dex Training Announcement

#### Special Attention:

Law Enforcement Agency Chiefs, Sheriffs, Officers, Investigators, Detectives, Crime Analysts, KBI Agents, Correctional Investigators, and Parole & Probation Officers.

N-DEX is a new FBI system that aids law enforcement investigators solve crimes by sharing and exchanging information with law enforcement agencies throughout the United States. N-DEX contains incident and case reports, booking and incarceration information, and parole/probation information from contributing local, state and federal agencies.

N-DEX aids investigators in solving crimes by detecting relationships between people, vehicle/property, location, and/or crime characteristics. The system helps "connect the dots" and aids investigators in developing criminal investigations leads. It can also be used to identify local crime trends and verify links between criminals in the community and their associates.

N-DEX currently holds over 160 million federal, state and local records nationwide and is increasing daily. Kansas Highway Patrol instructors will introduce you to this powerful new investigative tool, showing you how the use of N-DEX helps you and your agencies solve crimes.

N-DEX Training Classes are Offered In 4-Hour Sessions. There is **NO COST** To Your Agency To Attend.

KHP Trainers Will Introduce You To The Powerful Investigative Capabilities That N-DEX Offers.

There will be two sessions available on each scheduled date.

#### Sessions:

AM session—8:00am—noon

PM session—1:00pm— 5:00pm

#### Dates and Locations:

August 6—KLETC

September 24—KCK PD Training Center

October 2—KHP Training Center, Salina

October 22—KHP Training Center, Salina

When registering please indicate which session you would like to attend.

For Additional Information on N-DEX, Visit:

<http://www.fbi.gov/about-us/cjis/n-dex>

#### To Register Contact:

Amy Johnson

Kansas Highway Patrol, N-DEX POC

Email: [ajohnson@khp.ks.gov](mailto:ajohnson@khp.ks.gov)

Phone: 785-296-5980

**NEW KCJIS POLICY MANUAL RELEASED**  
**DON CATHEY – KANSAS HIGHWAY PATROL**  
**KCJIS INFORMATION SECURITY OFFICER**

The KCJIS Administrative Policies and Procedures Manual version 2013.1 was approved by the full KCJIS committee on May 13, 2013.

Here is text from the summary of changes:

*In 2010 the FBI released version 5.0 of the CJIS security policy. Both format and content of the manual were significantly modernized in the development of version 5.0. Further, one of FBI's goals was to develop the policy in such a fashion that states or individual agencies could simply adopt it, limiting the need to develop a complementary policy manual.*

*The KCJIS policy manual has always been a close reflection of CJIS policy. However, given the revised format of the CJIS policy, it is no longer necessary to re-document CJIS policies in the KCJIS manual. To that end, the KCJIS committee approved a rewrite of the KCJIS policy in a format that supplements the CJIS policy.*

*Version 2013.1 of the KCJIS policy is no longer a standalone policy document, but rather a wrapper for the CJIS policy. CJIS policy is the heart of the KCJIS policy manual, and the KCJIS language that surrounds it addresses only the customizations that are specific to Kansas.*

*Additionally this version of the KCJIS policy manual includes a guidance section. The guidance section provides elaboration and direction on policy topics for which additional explanation is helpful.*

*You will also find conveniently provided links in the left margin throughout the manual. When viewed manually the links will be a clue that KCJIS supplemental language or guidance exists. When viewed online, the links will allow you to quickly 'jump' to the respective supplemental language or guidance.*

The new manual is most useful when viewed online to take advantage of the links between the 3 parts.

The manual is now posted and available for review via the KCJIS secure web portal <https://www.kcjis.state.ks.us/>. A KCJIS user id and token are required to access the portal.

It is also available in the CJIS manuals section of the Kansas Highway Patrol CJIS launch pad <https://cjisaudit.khp.ks.gov/cjismanuals/index.pl>. A user id and password are required to access this portion of the launch pad. This posting includes the entire linked manual as the first chapter, followed by individual chapters for each part and section.

The new policy is now in effect. All older versions of KCJIS policy should be replaced.



## POLICE VEHICLES SOON TO BE EXEMPT FROM ADVANCED AUTHENTICATION

Captain Randy D. Moon, State CJIS Systems Officer

In March of this year I informed agencies that compliance for the FBI CJIS Security Policy for the IPsec extension and extension for police vehicles to be considered physically secure locations for the purpose of Advance Authentication (AA) was moved to 9/30/2014 while a topic paper on the subject worked through the FBI Advisory Policy Board (APB) process. On June 5, 2013, the APB considered a proposal to push this date out to 9/2018. Based upon a recommendation from the FBI APB Security & Access Subcommittee, the APB instead moved to modify section 5.9 of the policy to the following (addition in bold):

### 5.9.1 Physically Secure Location

(Paragraph 1) A physically secure location is a facility, **a police vehicle** or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect Criminal Justice Information (CJI) and associated information systems. The physically secure location is subject to criminal justice agency management control; SIB control; FBI CJIS Security Addendum; or a combination thereof.

In addition, the APB moved to strike the following portions from the CJIS Security Policy:

(Paragraph 3) ~~For interim compliance, and for the sole purpose of meeting the advanced authentication policy, a police vehicle shall be considered a physically secure location until September 30th, 2013. For the purposes of this policy, a police vehicle is defined as an enclosed criminal justice conveyance with the capability to comply, during operation periods, with Section 5.9.1.3.~~

### 5.6.2.2.1

#### INTERIM COMPLIANCE:

~~For interim compliance, users accessing CJI from devices associated with, and located within, a police vehicle are exempt from the AA requirement until September 30th, 2013 if the information system being used has not been procured or upgraded anytime after September 30th, 2005. For the purposes of this policy, a police vehicle is defined as an enclosed criminal justice conveyance with the capability to comply, during operational periods, with Section 5.9.1.3.~~

Please be aware that APB recommendations do not become official policy until they are signed by the Director of the FBI. This signature process can be lengthy. The purpose of this message is to make you aware of the recommended pending change. Also please note that while advanced authentication may soon not be required for MDT's in most cases, if the MDT is used outside of the police vehicle or other physically secure location, advanced authentication would be applicable.

**If you are unsure whether your department may be required to meet advance authentication, please contact Mr. Don Cathey, FBI/KCJIS Information Security Officer, at 785-368-6518 or dcathey@khp.ks.gov.**

**POLICY PROCESS ALLOWING SHARING OF  
CONTRACTOR FINGER PRINT RECORD CHECKS  
MUST BE RESCINDED.**

**DON CATHEY – KANSAS HIGHWAY PATROL  
KCJIS INFORMATION SECURITY OFFICER**

FBI CJIS Security Policy 5.1 states:

**5.12.1.2 Personnel Screening for Contractors and Vendors**

In addition to meeting the requirements in paragraph 5.12.1.1, contractors and vendors shall meet the following requirements:

1. Prior to granting access to CJIS, the CGA on whose behalf the Contractor is retained shall verify identification via a state of residency and national fingerprint-based record check. However, if the person resides in a different state than that of the assigned agency, the agency shall conduct state (of the agency) and national fingerprint-based record checks and execute a NLETS CHRI IQ/FQ/AQ query using purpose code C, E, or J depending on the circumstances.

KCJIS has additional record check requirements as listed in Part II of the recently approved KCJIS Administrative Policies and Procedures Manual.

In an attempt to make compliance with these policies easier on all stakeholders, the KHP CJIS unit developed a solution last year that involved agencies signing a specially modified ORI users' agreement for records check data. The "serving" agency would be the one that already had or was willing to conduct the fingerprint checks and provide a copy of their results to a "User" agency.

We recently learned that this process may not be permissible under FBI CJIS Security Policy. Therefore, ***effective immediately we must rescind our previous state policy procedure for sharing of contractor employee records check data.***

We are currently reviewing this process in light of the FBI policy and the FBI CJIS Information Technology Security Audit process for options offering any better solutions.

If you have any questions or concerns, please contact Don Cathey, the KCJIS Information Security Officer (<mailto:dcathey@khp.ks.gov>).





## National Data Exchange

# N-DEx Update

Captain Randy D. Moon, State CJIS Systems Officer

**With the recent enhancements of N-DEX users now have new features for searching.**

### **Additional Simple Search Filters**

The N-DEX Simple Search (searching on the standard “home” search bar) looks for key words or phrases throughout all parts of all records within N-DEX. The N-DEX system now provides the user additional filters to target specific parts of records when conducting a simple or advanced search. Select the “Filter by Target” link in the Results Filters section of the search screen (located on the left side of the screen) to get the “Targets” filter options. Select the desired targets (field(s)) of a record and N-DEX will search in those target areas only. Using this new filter, users will be able to improve the precision of their simple search by specifying what areas, such as vehicle or person information, of the documents they want searched by targeting those portions of a record.

### **Matched Search Terms**

On the search results screen, below each record re-turned, users will now see a count detailing how many times the search terms have occurred in each document returned. Simply select the blue linked area next to “Matched Search Terms” to see the number of occurrences of the term and its variations: such as *run* AND *running* in the record. This will assist in quickly identifying the occurrences of the search criteria within each re-turned record.

### **Name Search Capability**

When conducting a Simple Search or an Advanced Search, users can now look specifically for a suspect’s name and not just the words. Previously a user could search *John Smith*, but this would return records that had those words, anywhere in the document (such as Smith’s Grocery, and not a person named Smith). Using either the simple or advanced search users may type “fn:” followed by the suspect’s first name and “ln:” followed by the suspect’s last name and the system will look for records that have that first name and last name together. This new feature will allow users to perform a search of a person from the standard search bar on N-DEX without having to select the “People” search option on the top of the screen. Additionally the user will be able to search a person’s name along with key words or phrases to further refine the search criteria, i.e. “ln:smith fn:john white ford”.

**Send questions or comments about the new features to the N-DEX Program Office Email: [ndex@leo.gov](mailto:ndex@leo.gov)**

## SENATE BILL 20 AND OFFENDER REGISTRATION

### JESSICA DULTMEIER – KBI

During the 2013 legislative session, proposed amendments to the KORA began in HB2209, however were finally passed and signed into law by the Governor in SB20. Below is a brief overview of changes to the KORA that will go into effect July 1, 2013.

K.S.A. 22-4902 (b)(2) changes the effective date that juveniles are required to register from April 14, 1994 to July 1, 2002. Any juveniles currently required to register due to an adjudication prior to July 1, 2002, are relieved of that registration requirement as of July 1, 2013.

K.S.A. 22-4902 (b)(4) changes the effective date for convictions of certain sex offenses or comparable offenses from May 29, 1997 to July 1, 1997. Any offenders currently required to register due to a conviction for these sex offenses or comparable offenses prior to July 1, 1997, are relieved of that registration requirement as of July 1, 2013.

K.S.A. 22-4902 (c)(11) removes the criteria that the crime of electronic solicitation had to be committed on or after April 17, 2008 in order to require registration.

K.S.A. 22-4902 (e)(1) changes the effective date for convictions of certain violent offenses or comparable offenses from May 29, 1997 to July 1, 1997. Any offenders currently required to register due to a conviction for these violent offenses or comparable offenses prior to July 1, 1997, are relieved of that registration requirement as of July 1, 2013.

K.S.A. 22-4902 (e)(1)(E) identifies the specific subsections of involuntary manslaughter that require registration; 21-5405 (a)(1), (a)(2) or (a)(4).

K.S.A. 22-4902 (f) includes the effective date of July 1, 2007 for drug offense convictions. Therefore, offenders convicted of certain drug offenses or comparable offenses on or after July 1, 2007 are required to register. Any offenders currently required to register due to a conviction for these certain offenses or comparable offenses prior to July 1, 2007, are relieved of that registration requirement as of July 1, 2013.

K.S.A. 22-4903 includes subsections (c)(3)(A) and (B), which address failure to remit the required \$20 payment to the Sheriff's Office. Failure to remit full payment within 15 days of registration will be a class A misdemeanor, and failure to remit two or more full payments within 15 days will be a severity level 9, person felony.

K.S.A. 22-4904 (b)(3) removes the phrase "or otherwise released from incarceration."

K.S.A. 22-4905 (d) clarifies when offenders in the custody of a correctional facility are required to update their registration. The subsection also requires a copy of the registration form and any updated registrations for offenders released on work or school release to be sent, within three business days, to the registering law enforcement agency where the offender is incarcerated, maintains employment or attends school, and to the KBI.

K.S.A. 22-4907 (b) clarifies the procedure for obtaining an offender's DNA.

## SENATE BILL 20 AND OFFENDER REGISTRATION—CONTINUED

### JESSICA DULTMEIER – KBI

The KBI Offender Registration Unit reviewed over 3,000 offender records to determine whether or not the July 1, 2013 law change would affect their duty to register. It was determined that 1,960 offenders are not currently required to register as a result of Senate Bill 20. K.S.A. 22-4902 (f) relieved a large amount of drug offenders of the duty to register since their date of conviction occurred prior to July 1, 2007. In addition, K.S.A. 22-4902 (b)(4) relieved a small amount of sex offenders of the registration requirement since their date of conviction was prior to July 1, 1997.

The Offender Registration Unit mailed notification to offenders at their last known address. Registering law enforcement agencies were provided a list of offenders whose registration requirement was ended along with a copy of the letter that was mailed. To reflect this year's changes the Acknowledgement of the Offender, the Kansas Offender Crime Chart and a copy of the revised KS Offender Registration Act were updated. All materials were distributed to registering agencies via email and are also available on the KCJIS web portal.

## NEWS FROM THE KBI HELP DESK

### BY WILSON WILEY

#### Central Message Switch Updates and Fixes

It's been a busy couple of months at the Help Desk. We have implemented many fixes and upgrades to ensure everyone has the tools they need to be able to accomplish the critical work of the KCJIS network. Here are some changes you may have noticed:

The following changes to the Archive & Retrieval Client in OpenFox have been implemented:

- The CCH search field in the Detailed Index Search was changed to a drop-down field.

- A new search field for message type of input or output messages was added in the Detailed Index Search.

- Stopped the message switch from archiving switch ACK and A&R search transaction (each time you requested a A&R search the system would capture it as a transaction and store it in the A&R database) messages so they will no longer show up in search results.

NCIC TOU 12-3 was implemented. You might recognize this TOU as the addition of the Violent Person file for NCIC.

NCIC TOU 12-4 will be implemented on August 5, 2013. You can expect the following changes:

- The EXL (extradition limitation) field becomes mandatory for entry of wanted persons to NCIC.

- Addition of the SVC (service code) and SVD (service date) fields to the NCIC protection order file. The SVC field indicates whether a protection order has been served, not served, or unknown. The SVD field indicates what date a protection order was served.

- The LKI (linking agency ORI) and LKA (linking agency case number) fields will be added to the gang, protection order, and supervised release files of NCIC.



*Continued on page 19*

## NEWS FROM THE KBI HELP DESK—CONTINUED

BY WILSON WILEY

The Kansas Car Stop (KCS) has been changed to spawn the QWS message key instead of the QW.

NCIC defines the QW message key as this: “The Wanted Person File Inquiry (QW/ZW) is designed to limit responses to possible extraditable misdemeanor records and felony records regardless of extradition. The QW/ZW inquiry returns records with EXL Field codes 1-6, A, B, E, F, and code C if the entering agency is from an adjacent state.”

NCIC defines the QWS message key as this: “The Wanted Person File Inquiry – State (QWS) is designed to serve states that use NCIC in lieu of a state warrant database. The QWS returns all felony records with an EXL Field code of 1-6, and possible extraditable misdemeanors with an EXL Field code of A, B, E, F and C if the entering agency is from an adjacent state. **The QWS also returns nonextraditable misdemeanors with an EXL Field code of D and the entering agency’s ORI matches the first two characters of the inquiring agency’s ORI.**”

Agencies may choose to enter misdemeanor warrants into NCIC which will only be transported within the state must use the EXL field code of D. Therefore, changing the KCS to run a QWS is beneficial because it will return back those in-state records that are entered with the EXL field code of D ensuring that no in-state misdemeanor warrants are missed.

If you don’t use the KCS to perform your NCIC wanted person checks, you can still choose to use the QWS message key. To support this, the QW form in OpenFox Messenger has been changed to select the QWS message key by default when it is opened.

If your agency has a CAD, MDT, or RMS server connected to the KCJIS central message switch, you can request your vendor to program it to run a QWS transaction instead of a QW (this will require a message key approval from the KBI Help Desk). If your CAD, MDT, or RMS server runs the KCS transaction, the message switch is already taking care of spawning the QWS transaction to NCIC.

A user pointed out to us that on the modify vehicle form, there wasn’t the option to change the message key similar to other NCIC fil(example changing a Wanted Person record to a Wanted Person – Caution record) and thought there should be the option to change the message key on an NCIC vehicle record. After investigation, we found that NCIC does support changing the message key on vehicle records. However, it was never programmed on the form for Kansas. We added the Message Key (MKE) field in the modifiable fields section of the MV form in OpenFox. With some testing, we found that there are some limitations to what records can be changed to another type of record. For example, a regular stolen vehicle (entered with message key EV, EV-A, EV-F, or EV-P) can only be changed to one of the other stolen vehicle message keys. A felony stolen vehicle (entered with message key EF, EF-A, EF-F, or EF-P) can only be changed to one of the other felony stolen vehicle message keys. A regular stolen vehicle can’t be changed to a felony stolen vehicle or vice versa.

### Tips and Tricks

- If you have ever called the KBI Help Desk wondering why you couldn’t access the OpenFox Web Portal, the KACIS Administration site, or the KSmart site, after ascertaining whether you had internet connectivity, we probably asked you if you had SecuRemote connected. The reason for asking is these three websites are private KCJIS sites. That means without SecuRemote connected to establish a secure (encrypted) connection to the KBI, you will not be able to access these websites. On the other hand, the KCJIS Web Portal is a public site so it doesn’t require a secure connection from SecuRemote to access it. However, the KCJIS Web Portal is still a secured site, meaning the information is encrypted when it is transferred to your computer. You can tell that the KCJIS Web Portal is a secure site because it has ‘https’ at the beginning of the address and because there will be a lock icon in the address bar or status bar of Internet Explorer.



## NEWS FROM THE KBI HELP DESK—CONTINUED

BY WILSON WILEY

- We have received questions from users asking why the KCS does not check NCIC when querying by just an OLN number? The answer to this question is a wanted person inquiry to NCIC using the QW, ZW, QWA, QWE, QWF, QWI, or QWS cannot be performed by just an OLN. It requires a NAM and at least one other field (DOB, FBI, MNU, SOC, or OLN). Because the KCS spawns a QWS transaction to NCIC, it has to adhere to these same rules set by NCIC. To be able to check NCIC using just an OLN number, you will have to do one KCS to get the information from KDOR, and another KCS to populate the name and other fields with the information you obtained from KDOR. The answer to this and other questions is included in the KCJIS FAQ document [here](#).
- Do you have multiple license plates or VINs to check in NCIC? The MOTEL and MVIN forms are available in OpenFox Messenger to accomplish this. They allow you to send multiple NCIC QV LIC (MOTEL) or QV VIN (MVIN) checks. They are available in OpenFox Messenger in the forms tree under the 'State & National Person and/Or Vehicle Query' folder.
- If your agency received a \$.L administrative message for a missing person record, you might have queried the record and found the response came back with no records found. There is a reason for this. According to the Missing Person file of the NCIC 2000 Operating Manual, section 1.7 #1 says this: "A missing person record will be retired immediately upon receipt of a locate message. The ORI of the record will be notified that the record has been retired by a \$.L administrative message."
- If your agency entered an image into NCIC of a person's DL photo and associated it with a wanted person record you might have thought you needed to use the image type (IMT) of "Identifying Image" (because it isn't an arrest "mugshot"). You then query the wanted person record with the Image Indicator (IND) field set to 'Yes', only to find that the image doesn't return. This is explained in the Wanted Person file of the NCIC 2000 Operating Manual, section 5.5 #1: "IMAGE INDICATOR (IND) Inquiries submitted in an NCIC 2000 format may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, image data related to each primary hit response will be returned. For a person, this would be a mugshot, if available; for property, it would be either the identifying image or the generic image, if available. If IND is not entered, the field will default to N." Therefore, for person records, a facial picture of the person should be entered into NCIC with the image type of "mugshot". You can specify in the MIS field of the Image Entry form that the picture is a driver's license photo.
- Some agencies have asked if it's possible to get a full listing of active records that they have entered into NCIC. This is possible by doing an FBI offline search. To do this, you will send an Nlets Administrative Message (AM) to destination DCFBIWAQ9. Below is an example of an offline search request. The FBI's off-line search unit is also available by phone at (304) 625-3000.

**AM - Broadcast Message**

**Header Information**

\* Message Key: AM - Administrative Message

ORI: [Text Field]

\* Destination 1: DCFBIWAQ9

Destination 2: [Text Field]

Destination 3: [Text Field]

Destination 4: [Text Field]

Destination 5: [Text Field]

Control Field: [Text Field]

**Broadcast Message**

**Text Field (TXT)**

REF: OFF-LINE SEARCH  
 PURPOSE: AGENCY RECORDS

REQUEST LIST OF ALL ACTIVE RECORDS ENTERED INTO NCIC BY ORI KXXXXXXX

PLEASE MAIL RESPONSE TO:  
 ATTN: FIRST LAST  
 AGENCY NAME  
 STREET ADDRESS  
 CITY, STATE ZIP

AGENCY NAME                      TELEPHONE NUMBER  
 DATE                                  TIME                                  SENDING OPERATOR INITIALS

[Submit] [Clear] [Close]

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## NEWS FROM THE KBI HELP DESK—CONTINUED

BY WILSON WILEY

- If you've modified the name on a Kansas Misdemeanor Warrant record, received the confirmation, only to query the record again and find that the name wasn't modified after all, you're not alone. We've found the best way to modify the name on a Kansas Misdemeanor Warrant record is to use the NAM as one of the record identifiers, as well as the KIC or OCA. You can then put the modified NAM in the modifiable field area.
- For agencies that have a CAD, MDT, or RMS server that is connected to the KCJIS central message switch using the legacy SSAP protocol, you may have found when querying vehicles through KDOR you sometimes get two matching records for the same license plate or VIN. This is because KDOR has multiple records for that license plate or VIN in their system, but one is probably active and the other is expired. Queries to KDOR submitted from terminals on a legacy SSAP interface are set to query all records at KDOR, meaning active and expired, so those terminals will get back responses with active and expired records, with no way to re-query only the active records. To query only the active KDOR records, the KDOR query will need to be run from an OpenFox Messenger terminal. OpenFox Messenger terminals can specify in their KDOR queries whether they want active records only, or all records (active and expired). This is available from the KDOR form in OpenFox Messenger (see example below).

- A new guide to the OpenFox Archive Retrieval Client was posted to the Help Desk page of the KCJIS Web Portal under the CPI heading. This guide is a good informational resource for navigating through the Archive Retrieval Client. It is available [here](#).

### Address Updates

Has your agency moved addresses? If so, there are a couple of places you will need to access to update your records. The first is to update your agency record in KACIS (<http://kacis.kcjis.state.ks.us/KacisSite/>). Log into KACIS (SecuRemote must be connected to be able to bring up this web page), hover over the Agency Admin button in the navigation bar, then select 'My Agency' from the drop-down.



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## NEWS FROM THE KBI HELP DESK—CONTINUED

### BY WILSON WILEY

Once the record for your agency is loaded, click on the 'Edit (Demographics)' button.

The screenshot shows the KACIS ADMINISTRATION interface. At the top, there is a navigation bar with links: Home, User Admin, Agency Admin, Application Admin, Site Admin, Reports, and Help. Below this, there is a list of links: Agency Listing, View Users, Edit (Full), Edit (Demographics), Deactivate, Create Users, TAC Ordering, and Modify Agency Shortcut. The 'Edit (Demographics)' link is highlighted. Below the links, there is a section titled 'View Agency Information' which displays the agency code 'KSKBI0000' and the agency name 'KANSAS BUREAU OF INVESTIGATION'.

You can then update your agency's main address, as well as add additional addresses used by your agency, add agency telephone numbers and email addresses.

The screenshot shows the 'Main Address' form in the KACIS system. The form has the following fields: Address (1620), Street (TYLER), City (TOPEKA), State (KANSAS), Zip (66612-1837), PO Box (0), and County (Shawnee). There is also an 'Add New' button under the 'Other Addresses' section.

Once completed with the updates, scroll to the bottom of the page, and click the 'Save' button. That completes the KACIS update. Next we will update your agency's NCIC ORI record. To do this, log into OpenFox, and in the forms tree navigate to the ORI folder, then the NCIC sub-folder, and open the Modify ORI form.

## NEWS FROM THE KBI HELP DESK—CONTINUED

BY WILSON WILEY

- OpenFox Commands
- Most Commonly Used Transactions - Crim
- Administrative Message/BOLO's
- Administrative Message Used By KHP
- Administrative Message Used By KBI
- Articles - NCIC
- Boats
- Canadian Queries
- Criminal History Records
- Driver License Queries
- Gang/Terrorist - NCIC
- Gun - NCIC
- Hit Confirmations
- Identity Theft
- Images - NCIC
- KHP - Validations
- License Plates/Vehicles
- Missing Persons - NCIC
- National Insurance Crime Bureau
- NLETS Interpol Query
- NLETS Miscellaneous Transactions
- National Drug Pointer Index
- ORI
  - Query ORI
  - Modify ORI**
- NLETS
  - Protective Interest - NCIC
  - Protective Orders - NCIC
  - Securities - NCIC
  - Sexual Registered Offenders
  - State & National Person and/or Vehicle Qu
  - Supervised Release - NCIC
  - Unidentified Person - NCIC
  - Violent Person - NCIC
  - Wants/Warrants/Detainers

In the modify ORI form, enter the ORI for your agency in the required ORI field, and then you can fill out any of the updated fields for your agency. Telephone numbers must be entered in the “555 555-5555” format. Email addresses must be entered in the format of “EMAIL@EMAIL(DOT)EMAIL”. You can then click the ‘Submit’ button to transmit the record modification to NCIC.

MO - NCIC Modify ORI

Header Information

ORI

Control Field

☐ Test Message

Required Information

\* ORI (ORI)

Modifiable Fields

Country (CRY)

Street # (SNU)

Street Name (SNA)

City Name (CTY)

Zip Code (ZIP)

Foreign Postal Code (FPP)

Phone # (Primary) (CT1)

Phone # (Secondary) (CT2)

Phone # (Tertiary) (CT3)

Email (EML)

Validator Information

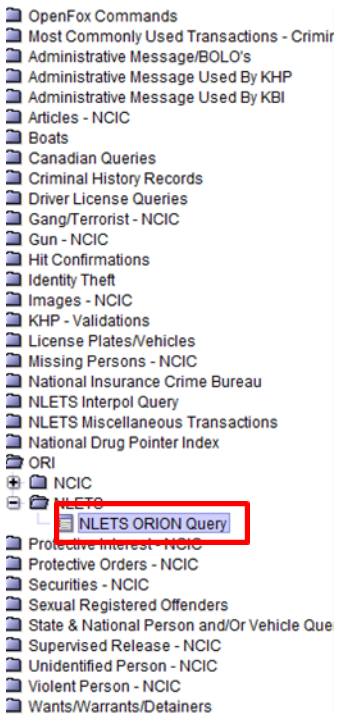
Name of Validator (VLN)

Submit Clear Close

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**NEWS FROM THE KBI HELP DESK—CONTINUED****BY WILSON WILEY**

The last update is to the Nlets ORION file. This update must be done by KBI Help Desk staff. Email the KBI Help Desk at [helpdesk@kbi.state.ks.us](mailto:helpdesk@kbi.state.ks.us) with the updates to be performed. To query your Nlets ORION record, go to the ORI folder in OpenFox, then the NLETS sub-folder, and then open the NLETS.

**ORION Query form**

In the NLETS ORION Query form, searching is most commonly done by the ORI or LOC (location) tabs. You can enter your ORI into the ORI field in the ORI tab. In the destination field, enter 'KS = Kansas'. You can then click the 'Submit' button to transmit the record query to Nlets. You can also use the Nlets ORION query to look up information for other law enforcement and criminal justice agencies nationwide.

A screenshot of the 'TQ - NLETS Query Orion' form. The form has a title bar and standard window controls. It contains several input fields and buttons. The 'Header information' section includes an 'ORI' field, a 'Destination 1' dropdown menu (currently showing 'KS = Kansas'), and a 'Control Field' text box. Below this is a tabbed interface with four tabs: 'By ORI', 'By LOC', 'By FED', and 'By REP'. The 'By ORI' tab is selected. Under the 'Query by ORI' section, there is an 'ORI (ORI)' field (containing 'KSTESTORI') and a 'Location (LOC)' text box. At the bottom of the form are three buttons: 'Submit', 'Clear', and 'Close'.*Continued on page 25*

**NEWS FROM THE KBI HELP DESK—CONTINUED****BY WILSON WILEY**

## Java Updates

Oracle seems to release frequent patches and updates to Java. Because so many web applications are built using Java, the patches that are released by Oracle may have an adverse effect on those web apps. The OpenFox Desktop (and all of the modules that fall under it) is a web app that is built using Java and can be affected by those patches as well. An example of this is the recently released Java 7 Update 25 that has caused issues for users. Agencies that install updates to Java automatically may inadvertently install an update that breaks the OpenFox Desktop application and we are left with no way to restore it short of doing a Windows system restore or other drastic measures. Because of this, we ask that agencies only install KCJIS approved and supported versions of Java and set Java not to automatically update itself. Currently, the highest KCJIS supported version of Java is 7 Update 15. This version is posted for download from the [OpenFox Web Portal](#).

## Internet Explorer

As support for Windows XP fades into the sunset with a final nail in the coffin by Microsoft on April 8, 2014, so does support for older versions of Internet Explorer. We recommend that agencies have at least IE 8 on their computers to meet the [KCJIS Minimum and Recommended Hardware/Software Specifications](#). Having a newer version of Internet Explorer will ensure that all current and forthcoming KCJIS web pages are displayed properly in your web browser.

## Windows Updates

Microsoft is another software company that releases frequent updates to their products to fix security holes and vulnerabilities. To be compliant with FBI CJIS and KCJIS security policy, the computer operating system should be kept up to date with the patches issued by the OS provider (Microsoft). By default, Windows Automatic Updates in Windows XP and later is set to download and install updates automatically every day. At larger agencies, the update process may be controlled by your IT administrators. Check with the IT person(s) at your agency to make sure the computers at your agency are being regularly updated with the newest patches released by Microsoft. This helps to ensure the overall health of the KCJIS network is maintained at a peak performance level.



## WAIVER AGREEMENT AND STATEMENT TINA ORTEGA - KBI

Does your agency fingerprint applicants for the Board of Nursing, Board of Healing Arts, Teachers, Adoption, Conceal and Carry etc..?

If you do, then you have seen the Waiver Agreement and Statement. The applicant will have this form with them in their packets, along with their fingerprint card. This Waiver is to be filled out by the applicant and the agency fingerprinting the applicant.

Below is an example of how the waiver should be filled out before the applicant leaves your agency.

If any questions please contact Tina Ortega @ 1-785-296-4483.



### KBI

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